

CHAPTER 12 RECORDS RETENTION

1-12-2: PURPOSE

The purpose of this Chapter is to establish a County records retention schedule and authorize destruction of County records pursuant to the schedule on an annual basis. Records custodians may destroy a record prior to the time set forth in the schedule only if such a records has been reproduced as an original record pursuant to §16.61(7) or §16.612, Wis. Stats. Any record not covered by this Chapter or any other regulation or law shall be retained 7 years unless the record is added by amendment to this Chapter and the shorter period is approved by the State Public Records and Forms Board. (Ord. 95-0610, 6-13-95)

1-12-3: HISTORICAL RECORDS

The State Historical Society of Wisconsin (SHSW) has waived the required statutory 60 day notice under §19.21(5)(d), Stats., for any record marked "W" (waived notice). SHSW must be notified prior to destruction of a record marked "N" (non-waived). Notice is also required for any record not listed in this Chapter. "N/A" indicates not applicable and applies to any County record designated for permanent retention. (Ord. 95-0610, 6-13-95)

1-12-4: DEFINITIONS

- ACCESS TO RECORDS; FEES:
- A. The rights of any person who requests inspections or copies of a record are governed by the provisions and guidelines of §19.35, Wis. Stats.
 - B.
 - 1. Each authority shall impose a fee upon the requester of a copy of a record which may not exceed the actual, necessary and direct cost of reproduction and transcription of the record, unless a fee is otherwise specifically established or authorized to be established by law.
 - 2. Each authority shall impose a fee upon the requester of a copy of a record for the actual, necessary and direct cost of photographing and photographic processing if the authority provides a photograph of a record, the form of which does not permit copying.
 - 3. Except as otherwise provided by law or as authority to be prescribed by law, an authority shall impose a fee upon a requester for locating a record, not exceeding the actual, necessary and direct cost of location, if the cost is fifty dollars (\$50.00) or more.
 - 4. Each authority shall impose a fee upon a requester for the actual, necessary and direct cost of mailing or shipping of any copy or photograph of a record which is mailed or shipped to the requester.

5. An authority may provide copies of a record without charge or at a reduced charge where the authority determines that waiver or reduction of the fee is in the public interest.
 6. Each authority shall require prepayment by a requester of any fee or fees imposed under this subsection if the total amount exceeds five dollars (\$5.00).
- C. Each authority in acting upon a request for any record shall respond within the times and according to the procedures set out in §19.35(4), Wis. Stats.

AUTHORITY:

Means authority as defined in §19.32, Wis. Stats.:

- (1) "Authority" means any of the following having custody of a record: a state or local office, elected official, agency, board, commission, committee, council, department or public body corporate and politic created by constitution, law, ordinance, rule or order; a governmental or quasi-governmental corporation except for the Bradley Center Sports and Entertainment Corporation; a local exposition district under Subch. II of Ch. 229; any public purpose corporation, as defined in §181.79(1), Wis. Stats.; any court of law, the Assembly or Senate; a nonprofit corporation which receives more than 50% of its funds from a County or a municipality, as defined in §59.001(3), Wis. Stats., and which provides services related to public health or safety to the County or municipality; a nonprofit corporation operating the Olympic Ice Training Center under §42.11(3), Wis. Stats.; or a formally constituted subunit of any of the foregoing.
- (1m) "Person authorized by the individual" means the parent, guardian, as defined in §48.02(8), Wis. Stats., or legal custodian, as defined in §48.02(11), Wis. Stats., of a child, as defined in §48.02(2), Wis. Stats., the guardian, as defined in §880.01(3), Wis. Stats., of an individual adjudged incompetent, as defined in §880.01(4), Wis. Stats., the personal representative or spouse of an individual who is deceased or any person authorized, in writing, by the individual to exercise the rights granted under this Section.
- (1r) "Personally identifiable information" has the meaning specified in §19.62(5), Wis. Stats.
- (2) "Record" means any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. "Record" includes, but is not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer

tapes), computer printouts and optical disks. "Record" does not include drafts, notes, preliminary computations and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to his or her office; materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library which are available for sale, or which are available for inspection at a public library.

- (3) "Requester" means any person who requests inspection or copies of a record.

LEGAL CUSTODIANS: Means legal custodians as defined in §19.33, Wis. Stats.:

- (1) An elected official is the legal custodian of his or her records and the records of his or her office, but the official may designate an employee of his or her staff to act as the legal custodian.
- (2) Unless otherwise prohibited by law, the County Clerk or the Clerk's designee shall act as legal custodian for the County Board and for any Committees, Commissions, Boards, or authorities created by ordinance or resolution of the County Board. The County Clerk shall make any designations under this subsection in writing and display a list of designees together with the information required to be displayed by subsection 1-12-4D of this Chapter.
- (3) For every authority not specified in Subsections (1) or (2), the authority's chief administrative officer is the legal custodian for the authority, but the officer may designate an employee of his or her staff to act as the legal custodian.
- (4) Each legal custodian shall name a person to act as legal custodian in his or her absence or the absence of his or her designee. This subsection does not apply to members of the County Board.
- (5) The designation of a legal custodian does not affect the powers and duties of an authority under this subchapter.

PROCEDURAL INFORMATION: Pursuant to §19.34, Wis. Stats., and the guidelines therein listed, each authority shall adopt, prominently display and make available for inspection and copy at its offices, for the guidance of the public, a notice containing a description of its organization and the established times and places at which, the legal custodian, from whom and the methods whereby, the public may obtain information and access to records in its custody, make requests for records, or

obtain copies of records, and the costs thereof. This subsection does not apply to members of the County Board.

RDA: Retention/Disposition Authorization.

SEPARATION OF INFORMATION: If a record contains information that may be made public and information that may not be made public pursuant to §19.36, Wis. Stats., the authority having custody of the records shall provide information that may be made public and delete the information that may not be made public from the record before release. Each authority shall consult with the County Corporation Counsel before releasing any information under this subsection. (Ord. 83-0830, 8-9-83) (Ord. 95-0610, 6-13-95)

1-12-5: GENERAL

All Green County records for which a specific retention period is not established in State Statutes, Administrative Code, Federal law or regulation, shall be retained by Green County for a period of not less than seven (7) years, unless another retention period is designated in this ordinance. (Ord. 95-0610, 6-13-95)

1-12-6: DESTRUCTION AFTER REQUEST FOR INSPECTION

No requested record may be destroyed until after the request is granted or 60 days after the request is denied. If an action is commenced under §19.37, Wis. Stats., the requested record may not be destroyed until a court order is issued and all appeals have been completed. See §19.35(5), Wis. Stats. (Ord. 95-0610, 6-13-95)

1-12-7: DESTRUCTION PENDING LITIGATION OR AUDIT

No record subject to pending litigation or audit shall be destroyed until the litigation or audit has been resolved. (Ord. 95-0610, 6-13-95)

1-12-8: MICROFILMING OR OPTICAL DISK STORAGE OF DEPARTMENT RECORDS

Departments may keep and preserve public records through the use of microfilm or optical disk storage providing that the applicable standards established in §16.61(7) and §16.612, Wis. Stats. respectively are met. (See, also, Dept. Of Administration Memo of 6-30-93 on imaging and Adm. 12, Wisconsin Administrative Code). Departments should consider factors such as retention periods and estimated costs and benefits of converting records between different media in deciding which records to microfilm or store on optical disk. After verification, paper records converted to either microfilm or optical disk storage should be destroyed. The retention periods identified in this ordinance apply to records in any media. (Ord. 95-0610, 6-13-95)

1-12-9: ANTIQUATED RECORDS

Obsolete, antiquated records which have no administrative use may be destroyed upon enactment of this ordinance after notice to the State Historical Society of Wisconsin (See. 1-12-3 of this Chapter). (Ord. 95-0610, 6-13-95)

1-12-10: FORM: RECORDS DESTRUCTION REQUEST

Date

State Archivist, State Historical Society of Wisconsin
816 State Street
Madison, WI 53706

Re: Destruction of Obsolete County Records*

County of Green - Department:

Dear Sir or Madam:

The County of Green Department of _____ intends to destroy the following obsolete County records:

Title of Record Series:

Description of Record(s):

Years Covered by Record(s):

Quantity of Record(s):

Pursuant to §19.21(5), Wis. Stats., we are required to notify the State Historical Society at least 60 days prior to destroying records. The State Historical Society will respond to this notification within 60 days.

If you believe that these categories of records do not contain historical value, please issue this department a written waiver authorizing this department to destroy such records without providing notification to the State Historical Society in the future.

Very truly yours,

Green County Department

P. O. Address

1016 16th Avenue, Monroe, WI 53566

Phone: (608) 328-

Fax: (608) 328-2835

*This form should only be used for records designated "N" on the retention schedule and for any record not listed on the schedule.

(Ord. 95-0610, 6-13-95)

1-12-11: RETENTION SCHEDULE

The following records are maintained by the various departments in the County and are subject to uniform regulation unless otherwise specified. The retention period is listed with each record. The authority is listed where provided by law. Authority, where none is stated, is the ordinance itself.

1-12-11-A: GENERAL

RECORD	RETENTION	AUTHORITY	W-N-N/A
1. Bank Statements	4 years		W
2. Contracts, leases, agreements, notices of taking bids	7 years after the last effective day thereof	§59.52(4)(a)10	W
3. Insurance Policies a. Claims	See Administrative Coordinator Subsection 1-12-11-B		
b. Master Contracts	Permanent		N/A
4. Canceled Checks	7 years*	§59.52(4)(a)16	W
5. Receipts	7 years*		W
6. Accounts Payable-Purchasing Invoices/Vouchers/Detail Listing/Vendor Listing	7 years*		W
7. Accounts Receivable, receipts	7 years*		W
8. Receipt Journals	7 years*		W
9. Vouchers, order register	7 years*		W
10. General Journal	7 years		N
11. Construction plans for County buildings and bridges	Life of Structure		N
12. Blueprints, as built tracings	Until superseded by		N
13. As-built tracings	Life of Project		N
14. Personnel records	See Personnel, Subsection 1-12-11-H-1		W
15. Warranty Records	Life of product or end of warranty, whichever occurs first		W
16. Any record subject to litigation, claim, audit, or other action	Until permission to destroy obtained from Corporation Counsel		N/A
17. Citations (copies)	2 years		W

RECORD	RETENTION	AUTHORITY	W-N-N/A
18. Correspondence	3 years		W
19. Fleet car usage, purchase requisitions	1 year after audit		W
20. Purchase Orders	7 years		W
21. Bids and proposals, successful	7 years after contract expiration		W
22. Bids and proposals, unsuccessful	1 year after audit		W
23. Daily Time Sheets	Creation plus 5 years		W
24. Department Training Records	7 years		W
25. Public Works Contracts			
a. Notice to Contractors			
1. Successful Bidders	7 years	§59.52	W
2. Unsuccessful Bidders	2 years	§59.52	
b. Bidder's proof of responsibility			
1. Successful Bidders	7 years	§59.52	W
2. Unsuccessful Bidders	2 years	§59.52	W
c. Bids			
1. Successful Bidders	7 years after completion	§59.52	W
2. Unsuccessful Bidders	2 years	§59.52	W
d. Affidavit of Organization and Authority			
1. Successful Bidders	7 years after project	§59.52	W
2. Unsuccessful Bidders	2 years	§59.52	W
e. Bid Tabulations	2 years	§59.52	W
f. Performance bond of project	7 years after completion	§59.52	W
g. Contract of Project	7 years after completion	§59.52	W
h. Master Project Files	20 years	§59.52	W
26. Departmental Payroll	Creation plus 5 years		W
27. Job Applications	1 year from date of receipt		W

RECORD	RETENTION	AUTHORITY	W-N-N/A
28. Annual Budget Records	7 years	§59.52	W
29. Union Contracts	Life of contract plus 7 years	§59.52	W
30. Committee minutes	6 years after date of publication	§59.52(4)(c)1	N

*Time may be reduced by oversight Committee to 2 years if the original records are maintained in another department. (Ord. 95-0610, 6-13-95)

1-12-11-B: ADMINISTRATIVE COORDINATOR

RECORD	RETENTION	AUTHORITY	W-N-N/A
1. Worker's Compensation and Liability Claims	12 years after closure		W
2. General Liability and Property Damage Claims	3 years after claims is settled or finalized		W
3. Unemployment Compensation Records	20 years	SCR 72	W

(Ord. 95-0610, 6-13-95)

1-12-11-C: BOARD OF ADJUSTMENT

RECORD	RETENTION	AUTHORITY	W-N-N/A
1. Decisions and Supporting Documents	See Zoning, Subsection 1-12-11-Y		

(Ord. 95-0610, 6-13-95)

1-12-11-D: CHILD SUPPORT

RECORD	RETENTION	AUTHORITY	W-N-N/A
1. Expenditure Reports & Supporting Documentation	3 years	45 CFR 74.20-74.24	W
2. Statistical Reports & Supporting Documentation	3 years	45 CFR 73.20-74.25	N
3. Client/Case Records including Client/Attorney Information	Until Youngest Child reaches Age 21		W

RECORD	RETENTION	AUTHORITY	W-N-N/A
4. Records of Required Client Notification	3 years	45 CFR 73.20-74.25	W

(Ord. 95-0610, 6-13-95)

1-12-11-E: COMPUTER SERVICES

Provides information technology services for departments and stores records information electronically for departments. Record information stored electronically must be maintained pursuant to the guidelines established for the specific departmental records and county-wide records enumerated in this Chapter and by specific licensure agreements and contracts between County and provider. (Ord. 95-0610, 6-13-95)

1-12-11-F: CORONER

RECORD	RETENTION	AUTHORITY	W-N-N/A
1. Homicide or Suspicious Death Investigation, Case Files	75 years		N
2. All other investigation case files	7 years unless subject to litigation and then until litigation resolved		W
3. Death Indexes, Dockets	7 years from date of creation		W

(Ord. 95-0610, 6-13-95)

1-12-11-G: CORPORATION COUNSEL

RECORD	RETENTION	AUTHORITY	W-N-N/A
1. Arbitration/Mediation Decisions, Supporting Data, Labor Negotiations Files/Contracts	Permanent		N/A
2. Case Files/Litigation	3 years after closure or when appeal time has run, whichever is longer or per SCR		W
3. Case Files/Non-Litigation	3 years		W
4. Guardianship/Protective Placements	7 years	SCR 72	N
5. Legal Memos	7 years		W

RECORD	RETENTION	AUTHORITY	W-N-N/A
6. Legal Opinions	Permanent		N/A
7. Mental Health Records/Case Files	10 years	SCR 72	W

(Ord. 95-0610, 6-13-95)

1-12-11-H: COUNTY CLERK

RECORD	RETENTION	AUTHORITY	W-N-N/A
1. Lists of Town, City & Village Officers Certified to County Clerk	After the date of expiration of term listed	§59.52(4)(a)4	N
2. Notices of Application for taking of Tax Deeds & Certification of Non-Occupancy, Proofs of Services & Tax Certificates Filed	15 years	§59.52(4)(a)7	W
3. Official Bonds	6 years	§59.52(4)(a)8	W
4. Claims paid by County and Supporting Papers, Negligence/Damages	7 years	§59.52(4)(a)9	W
5. Reports of Town Treasurers on Dog Licenses Sold & Records of Dog Licenses Issued	3 years	§59.52(4)(a)11	W
6. Copies of Receipts Issued by Treasurer	4 years or until audited, whichever is earlier	§59.52(4)(a)12	W
7. Copies of notices to Town Assessors Setting Out Lands Sold by the County and Owned by County	3 years	§59.52(4)(a)13	W
8. Oaths of Office	7 years	§59.52(4)(a)17	W
9. Marriage License Applications and Supporting Papers	10 years	§59.52(4)(a)19	W
10. Original Papers, Resolutions, Ordinances, and Reports Appearing in County Board Proceedings	6 years after date of publication	§59.52(4)(c)1	N

RECORD	RETENTION	AUTHORITY	W-N-N/A
11. Committee Minutes	6 years after date of publication	§59.52(4)(c)1	N
12. Deeds	Permanent Listing of When and Where Recorded		N/A
13. Abstracts & Certificates of Title, Title Insurance Policies	Permanent or as long as land owned		N/A
14. Canceled Bonds, Coupons and Promissory Notes	Until audited		W
15. Bond and Coupon Record Book, General Obligation Bonds	7 years after Bond Issue expires or following payment of all outstanding matured bonds, notes, coupons, whichever is later		W
16. Supervisory District Plan and Map	Until Next Apportionment	§59.10	W
17. Journal of Proceedings	6 years after date of publication		N
18. Election Financial Reports; Election Financial Registration Statements	6 years	§7.23(1)(d)	W
19. Registration and Poll Lists a. Non-Partisan Primary or Election b. Partisan Primary or Elections	2 years 4 years	§7.23(1)(e)	W
20. Federal Election Records other than Registration Cards	22 months	§7.23(1)(f)	W
21. Any Election Ballots	30 days after Election	§7.23(1)(h)	W
22. Official Election Canvasses	10 years after Election	§7.23(1)(l)	W
23. Election Notices, Proofs of Publication & Correspondence	1 year after date of Election unless Contested, then by Court Order	§7.23(1)(j)	W
24. All other Election Materials and Supplies	90 days after Election	§7.23(1)(k)	W
25. Records transferred by a Registrant who Submits a Dissolution Report after	3 years after their last Election	§10.74(8)(e)	W

RECORD	RETENTION	AUTHORITY	W-N-N/A
Primary and General Elections			
26. Green County Teachers College School Records	Permanent		N/A
27. Copies of Notice of Tax Apportionment Sent to Local Taxing Districts by County Clerk	3 years	§59.52(4)(a)2	W
28. Tax Deeds, Foreclosures	15 years	§75.12 and §75.521	W
29. Tax Sales Records including Sale of Tax Deeded Land	7 years	§75.35	N prior to 1940 W after 1940
30. Appraisals, County Owned Property	7 years		W
31. Keying List	Until Superseded		W
32. Committee Agendas & Summaries	6 years		W
33. Land Acquisition-Deeds	Permanent or Until Land Disposed of		N/A

1-12-11-H-1: PERSONNEL

RECORD	RETENTION	AUTHORITY	W-N-N/A
a. Performance evaluations and medical reports	5 years		W
b. EEO-4 Reports, Obsolete Job Description and any Personnel or Employment Records made or kept, including but not limited to application forms or test papers by applicants and other records or decisions pertaining to hiring, promotion, demotion, transfer, layoff or termination, terms of compensation, and selection of training	3 years except where a charge of discrimination has been filed; all personnel records relevant to a charge or action shall be retained until final disposition of the charge or the action		W
d. Individual Employee Personnel Files	8 years after end of service		W

RECORD	RETENTION	AUTHORITY	W-N-N/A
e. Directives and Policies	7 years after being updated or terminated		W

(Ord. 95-0610, 6-13-95)

1-12-11-I: COURTS

Circuit Court
Clerk of Court

Family Court Commissioner
Register in Probate

Juvenile Court
Juvenile Intake

All records maintained by the Clerk of Court, Circuit Court, Family Court Commissioner, Register in Probate, Juvenile Court or Juvenile Intake Office relating to Juvenile Court matters, shall be retained in compliance with Supreme Court Rules Chapter 72. Records not specified therein of a general county-wide nature shall be retained pursuant to 1-12-11 of this Ordinance.

RECORD	RETENTION	AUTHORITY	W-N-N/A
1. Criminal Case Exhibits	1 year	SCR 72	W
2. Non-criminal Case Exhibits	1 year	SCR 72	W
3. Register of Officials	2 years	SCR 72	N
4. Juror Questionnaires	3 years	SCR 72	W
5. Jury Array	3 years	SCR 72	W
6. Records of Jurors	3 years	SCR 72	N
7. Misdemeanor Traffic Court: Records, Minute Records, Indexes	5 years	SCR 72	W
8. Conservation Forfeitures	6 years	SCR 72	W
9. Misdemeanor Traffic Fines	6 years	SCR 72	W
10. Ordinance Violation Cases Indexes	6 years	SCR 72	W
11. Traffic Forfeitures Indexes	6 years	SCR 72	W
12. Bank Transactions	7 years	SCR 72	W
13. Certificates of Payment	7 years	SCR 72	W
14. Guardianship Case Files, Court Records, Minute Records	7 years after termination	SCR 72	W
15. Jury Payrolls	7 years	SCR 72	W
16. Oaths of Office	7 years	SCR 72	W

RECORD	RETENTION	AUTHORITY	W-N-N/A
17. Receipts	7 years	SCR 72	W
18. Court Reporter Notes	10 years	SCR 72	W
19. Juvenile CHIPS Cases Files after 18 Birthday	10 years	SCR 72	W
20. Juvenile Delinquency Case Files, Court Records, Minute Records	10 years after 18 Birthday	SCR 72	W
21. Mental Health Case Files, Court Records, Minute Records	10 years after entry of final order of commitment or extension	SCR 72	W
22. Civil Case Files, Court Records, Minute Records, Indexes	20 years	SCR 72	N
23. Court Records No Longer Created	20 years	SCR 72	N
24. Delinquent Income Tax Warrants/Dockets	20 years	SCR 72	W
25. Judgment Dockets	20 years	SCR 72	W
26. Minister Credentials	20 years	SCR 72	N
27. Misdemeanor Case Files, Court Records, Minute Records, Indexes	20 years	SCR 72	W
28. Small Claims Case Files, Court Records, Minute Records, Indexes	20 years	SCR 72	W
29. Unemployment Compensation Warrants/Dockets	20 years	SCR 72	W
30. Family Case Files, Court Records, Minute Records, Indexes	50 years	SCR 72	N
31. Family Maintenance and Support Records	50 years	SCR 72	W
32. Felony Case Files, Court Records, Minute Records (Class B-E)	50 years	SCR 72	N
33. Records of John Doe Proceedings (Class B-E)	50 years	SCR 72	N

RECORD	RETENTION	AUTHORITY	W-N-N/A
34. Records of Grand Jury Proceedings (Class B-E)	50 years	SCR 72	N
35. Felony Case Files, Court Records, Minute Records (Class A)	75 years	SCR 72	N
36. Estate Case Files	75 years	SCR 72	N
37. Probate Court Records, Probate Minute Records	75 years	SCR 72	N W
38. Records of Grand Jury Proceedings (Class A)	75 years	SCR 72	N
39. Records of John Doe Proceedings (Class A)	75 years	SCR 72	N
40. Search Warrants	75 years	SCR 72	W
41. Registry of Wills	100 years	SCR 72	N
42. Wills Deposited for Safekeeping	100 years	SCR 72	N
43. Wills not admitted to Probate	100 years	SCR 72	N
44. Adoption and TPR Case Files	Permanent	SCR 72	N/A
45. Naturalization Records	Permanent	SCR 72	N/A
46. Court Records in Book Form	Variable	SCR 72	N
47. Lien Claims	Variable	SCR 72	W
48. Notary Public Appointments	Upon Expiration of Term	SCR 72	W
49. Trust Account Ledgers	Variable	SCR 72	W
50. Information and Indictment Records	None Required	SCR 72	N
51. Judgment and Order Records	None Required	SCR 72	N
52. Dismissed Small Claims Case Files, Court Records and Minutes	1 year	SCR 72	W
53. Court Calendar Books prior to CCAP	7 years	SCR 72	W
54. Miscellaneous	3 years	Dist. Ct. Adm.	W

RECORD	RETENTION	AUTHORITY	W-N-N/A
Correspondence		Rule	

1-12-11-J: DISTRICT ATTORNEY

District Attorney records are governed by State record retention schedules -- Reference RDA Numbers 505/142 through 505/148. Call the Public Records and Forms Board at 608/266-2996 or the State Prosecutors Office at 608/267-2700 for information on retention and disposition of these records.

RECORD	RETENTION	AUTHORITY	W-N-N/A
1. District Attorney Case Files-Adult Historically Significant	50 years	RDA No. 505/147	N
2. Felony Cases-Adult Punishable by Life Imprisonment	50 years	RDA No. 505/142	W*
3. Felony Cases-Adult Punishable by a Maximum Imprisonment of more or equal to 20 years	20 years	RDA No. 505/144	W*
4. Felony Cases-Adult Punishable by a Maximum Imprisonment of Less than 20 years	10 years	RDA No. 505/145	W*
5. Juvenile Case Files - All types	3 years after 18th Birthday	RDA No. 404/146	W*
6. Traffic, Misdemeanor, Civil or Related Cases-Adult	3 years	RDA No. 515/142	W*
7. Other District Attorney Records	6 years	RDA No. 505/148	W

*Note: Not waived if files are 2 inches or greater in thickness.

1-12-11-K: EMERGENCY MANAGEMENT

RECORD	RETENTION	AUTHORITY	W-N-N/A
1. Federal Emergency Management Records	7 years		W
2. Emergency Operations Plans and Annexes	Until Updated		W
3. SARA a. SERB Minutes b. Exercises	Until Superseded 7 years 7 years		W W

RECORD	RETENTION	AUTHORITY	W-N-N/A
c. Spills	7 years		W
d. Hazmat Grant	5 years		W
e. Chemical Inventories	5 years		W
f. Facility Hazmat Plans	Until Superseded		W
Farm and Non-farm			W

1-12-11-L: FINANCE

RECORD	RETENTION	AUTHORITY	W-N-N/A
1. All Accounts of County and Books of Account Case Receipts Summaries	7 years		W
2. General Ledger	15 years		N
3. Payroll Registers, Other Payroll Report, and Social Security and Retirement Earnings Reports	10 years		W
4. Withholding Allowance Certificates, Employee Wage and Tax Statements, and other Tax Records	7 years		W
5. Time Sheets, Attendance Records, Salary Schedule	7 years		W
6. Premium Payment, Insurance Records, Employee Health, Worker's Compensation, Liability Bonding	7 years		W
7. Garnishment Records	7 years		W
8. Unemployment Compensation Records and Payment Records	3 years		W
9. Retirement Records	8 years after end of service		W
10. Deferred Compensation Payment Records	8 years after end of service		W
11. Equipment and Furnishings Inventories (excluding Highway, PVNH and Landfill)	Until Superseded		W
12. Property Inventory (excl Hwy, PVNH, and Landfill)	Until Superseded		W

RECORD	RETENTION	AUTHORITY	W-N-N/A
13. Notices of Tax Apportionment from Secretary of State	3 years	§59.52(4)(a)1	W
14. Copies of Notices of Tax Apportionment sent to Local Taxing Districts by County Clerk	3 years	§59.52(4)(a)2	W
15. Check Register/Treasurer Cash Accounts Payable, Vendor Payment Reports	7 years		W
16. Journal Entries and Any Audits or Journal Entries	7 years	§59.52(4)(a)9	W
17. General Ledger, Trial Balance	7 years		W
18. Budget, Vendor Listing Payments	3 years		W

1-12-11-M: HIGHWAY

RECORD	RETENTION	AUTHORITY	W-N-N/A
1. Time Sheets, Machine Usage, Stock Control a. Employee b. Machinery c. Material	Creation plus 5 years Life of equipment Creation plus 5 years		W W W
2. Permits a. Moving over the Road b. Excavation on Right of Way c. Utilities	Permanent		N/A
3. State Gas Reports	3 years		W
4. Accident Reports	3 years		W
5. Insurance Reports	3 years		W
6. Equipment and Vehicle Inventory Report	Until Superseded		W
7. Vehicle Maintenance Histories	Life of Vehicle		W
8. Material Safety Data Sheets	7 years		W
9. Road Sign Inventory Reports	Until Superseded		W

RECORD	RETENTION	AUTHORITY	W-N-N/A
10. Bridge Inspection Reports	Life of Structure		N/A
11. Completed Plans a. Roadway b. Bridges c. Building	Life of Structure		N/A
12. Video Tapes, Log of Roadways	Until Superseded		W
13. Daily Work Assignments	7 years		W
14. Annual Reports and Budgets	7 years		W
15. Miscellaneous Projects a. Section Corners b. County Traffic Safety Commission c. Underground Tank Removal	7 years		W
16. County Board Resolutions/Ordinances	6 years after date of publication		W
17. Paid Statements and Receipts	7 years		W
18. Correspondence	3 years		W
19. Work Orders	7 years from completion		W
20. 6 year County Road Plan	7 years after expiration of plan		W
21. Property Inventory	Until Superseded		W
22. Equipment and Furnishings Inventory	Until Superseded		W

1-12-11-N: GREEN COUNTY HEALTH DEPARTMENT

1-12-11-N-1: ADMINISTRATIVE RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
a. Mission Statement, Philosophy, Purpose	7 years	§19.21	W
b. Agency Goals, Objectives, Short and Long Term Strategic Plans	7 years	§19.21	W
c. Agency Program Evaluation	7 years	§19.21	W

RECORD	RETENTION	AUTHORITY	W-N-N/A
d. Job Descriptions, Other Personnel Records	8 years after end of service	§19.21	W
e. Incident/Injury Reports	7 years/1 year after settlement	§19.21	W
f. Inventories: Facility and Equipment	Until Superseded	§19.21	W
g. Program Policies, Procedures	7 years	§19.21	W
h. Daily Activity Reports	Creation plus 5 years	§19.21	W
i. Fiscal Records, Accounting, Billing, Budget	7 years	§19.21	W
j. Grants/Contracts	7 years or unless otherwise specified		W
k. Inventory or non-expandable personal property	7 years after disposal of property	§19.21	W
l. Annual Reports	Permanent		N/A
m. General Correspondence	3 years		W
n. W.I.C.	3 full fiscal years plus 150 days	7 CFR 246.25	W

1-12-11-N-2: CLIENT/FAMILY CARE RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
a. Birth Certificate Information	Not longer than 1 year	§69.20(3)(c)	W
b. Client Record/Patient Care Record	7 years	§19.21	W
c. Child Health Care Records	Until person becomes 19 years of age or until 7 years after treatment, whichever is longer	§19.21	W
d. Community Health Screening	7 years	§19.21	W
e. Immunization Record	Permanent	§19.21	W
f. Signature of person to receive vaccine or person authorized to make request for immunization	Permanent	Correspondence from William Foege, M.D., September 1, 1982	N/A

1-12-11-N-3: COMMUNICABLE DISEASE RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
a. Immunization Administration record - Adverse Reaction Record	Permanent	National Childhood Injury Act of 1986, Section 2125 PHS Act at 42 USC Section 300Aa-25 (Supp. 1987)	N/A
b. Communicable Disease Reports (4151) - Local Copy (Original to State Epidemiologist)	7 years		W
c. STD Report (4343) - Local Copy (Original to State Epidemiologist)	7 years		W
d. Communicable Disease Outbreak Records [DOH 4142 (Rev. 8/86) and is complete DOH 9081] (Original to State Epidemiologist)	Until Investigation is complete		W

1-12-11-N-4: COMMUNITY EDUCATION

RECORD	RETENTION	AUTHORITY	W-N-N/A
a. Curriculum	7 years		W
b. Educational Materials	7 years		W
c. Program Materials	7 years		W
d. Evaluation	7 years		W

1-12-11-N-5: ENVIRONMENTAL HEALTH RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
a. On-Site Waste	Hold until system is abandoned		W
b. Water Sample Reports	7 years		W
c. Health Hazard Investigations	7 years	Ch. 254	W

(Ord. 95-0610, 6-13-95)

1-12-11-O: HUMAN SERVICES (THIS IS A 46.23 BOARD)

(Administration, Accounts Receivable, Business Office, Alcohol-Drug Abuse Services, Economic Support/Public Assistance, Children Youth and Family Services, Long Term Support, Mental Health Services, Mental Health-CSP, Adult and Aging, and Developmental Disabilities).

1-12-11-O-1: ADMINISTRATIVE RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
a. Mission Statement, Philosophy, Purpose, Agency Goals, Objectives, Short and Long Term Strategic Plans	7 years		W
b. Agency Program Evaluation	7 years		W
c. Job Applications	1 year from date of receipt		W
d. Incident/Injury Reports	7 years/1 year after settlement		W
e. Inventories: Facility and Equipment	Until Superseded		W
f. Program Policies, Procedures	7 years		W
g. Daily Activity Reports	Creation plus 5 years		W
h. Fiscal Records, Accounting, Billing, Budget	7 years		W
i. Grants/Contracts	7 years after disposal of property		W
j. Inventory or non-expendable personal property	7 years after disposal of property		W
k. Annual Reports	Permanent		N/A
l. General Correspondence	3 years		W

RECORD	RETENTION	AUTHORITY	W-N-N/A
<p>a. Ch. 49 case records and other materials of all Public Assistance kept as required by law</p> <p>1. Open Public Assistance Case Records</p>	<p>If no payments have been made for at least 3 years and face sheet and financial record of payments for each aid account are preserved in accordance with rules adopted by DHFS, set out below.</p>	<p>§59.52(4)(a)18</p>	<p>N</p>
<p>a. All data forms; case determination worksheets; medical assistance certification sheets; sheets which document the verification of changeable items, such as income or health status; correspondence to and from applicants and recipients; and any other documents needed to support income maintenance agency decisions</p>	<p>Keep for most recent 6 year period</p>	<p>HSS 245.03(1)(a)</p>	<p>W</p>
<p>b. Sheets which document the verification of exchangeable items, such as social security numbers, birth dates and citizenship</p>	<p>As long as case is open</p>	<p>HSS 245.03(1)(b)</p>	<p>W</p>
<p>c. Financial record for all payments not on file in CARES</p>	<p>As long as case is open</p>	<p>HSS 245.03(1)(c)</p>	<p>W</p>
<p>2. Closed, denied and withdrawn public assistance cases</p> <p>a. Records specified in 1.a.(1) above</p> <p>b. Most recent data form, records specified in 1.a.(2) above and materials relating to any lack of cooperation on the</p>			

RECORD	RETENTION	AUTHORITY	W-N-N/A
part of the recipient			
c. Most recent data form and records specified in 1.a.(2) above	36 months from date of denial/withdrawal	HSS 245.03(2)(c)	W
3. JOBS participant records	7 years after most recent work program registration closure in WIDS/WPRS or CARES, except litigation, claim, negotiation, audit or other action: retain until resolution	DHSS Memo 94-18	W
b. Fraud referral records			
1. Unfounded	3 years after determination	HSS 245.03	W
2. Founded-referred to D.A.	7 years after determination	HSS 245.03	W
3. Founded-other	5 years after determination	HSS 245.03	W
	3 years after case is closed	DHSS Memo (82-1A) & DCS Memo (92-12)	N

1-12-11-O-3: SOCIAL SERVICE CASE FILES

RECORD	RETENTION	AUTHORITY	W-N-N/A
a. State required case documentation; initial contact sheet; notice of agency action; social services face sheet; social services agreement; social services narrative; any other records documenting client eligibility and activity	3 years after case is closed	DHSS Memo (82-1A) & DCS Memo (92-12)	N
b. State required & County developed case documentation; assessment or diagnostic forms, records & narratives; social and medical histories; copies of court	3 years after case is closed	DCS Memo (92-12)	N

RECORD	RETENTION	AUTHORITY	W-N-N/A
reports pertinent to the case; release of information forms; client progress notes; case review forms; client or service agreements; forms and documentation of eligibility or financial status			
c. Social services records for cases not opened for services; applications; referral actions not resulting in case opening, misc. requests and correspondence about individual clients from consumer and other agencies which do not result in case opening	1 year after final action/determination	DCS Memo (92-12)	N
d. CYF Additional Records			
1. A register identifying information about children accepted for service or placement	Permanent	HSS 54.06(2)	N/A
2. Individual case records for each child served in his/her family	7 years after case is closed	HSS 54.06(2)	W
3. Individual foster home records for each foster home used by the agency, which includes signed applications	7 years	HSS 54.06(2)	W
4. Individual records of studied adoptive applicants	7 years	HSS 54.06(2)	W
5. Licensing and certification records for in-home and family day care adult family homes; foster homes; and group foster homes for children; application or other request forms; inspection and observation check lists; correspondence; other documentation relating to licensing or certification; approved license or certificate	2 years after the license or certificate is no longer active	DCS Memo 92-12	W

RECORD	RETENTION	AUTHORITY	W-N-N/A
6. Licensing and certification records for above types of facilities where license or certificate was not approved			
7. Adoption records; County agencies providing child welfare services under §48.56 or child-placing agencies licensed under §48.60 should follow the detailed procedures for adoption information search and disclosure detailed in HFS 53	1 year after final action/determination	DCS Memo 92-12	W
	Permanent	HSS 53.07(1)	W

1-12-11-O-4: CHAPTER 51 TREATMENT RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
a. Mental Health, Developmental Disabilities, and AODA	<ol style="list-style-type: none"> 1. 7 years after treatment unless specified below 2. In the case of a minor, until the person becomes 19 years of age or until 7 years after treatment, whichever is longer 3. Any record undergoing federal or state audit shall be maintained until completion of the audit 4. Records relating to legal actions shall be maintained until completion of legal action 5. Records relating to billing or collections 	<p>HSS 92.12</p> <p>HSS 92.12</p> <p>HSS 92.12</p> <p>HSS 92.12</p>	<p>W</p> <p>W</p> <p>W</p> <p>W</p>

RECORD	RETENTION	AUTHORITY	W-N-N/A
	shall be maintained as long as the files are active. Records remain active as long as liability exists with the following exception; For inpatient mental health services, client records may be placed in inactive status when third-party sources are exhausted and it has been determined the responsible parties have a permanent inability or unlikely future ability to pay	HFS 1.06(3)(d)	W
	6. Inactive client shall be available for audit purposes and kept a minimum of 5 years with the following exception: where liability for inpatient mental health services remains, client records shall be kept a minimum of 10 years after the last transaction is posted to the record	HFS 1.06(3)(e)	W
b. AODA Additional Information	Discontinuation or acquisition by another program; purge requirements	42 CFR Part 2 Subpart B 2. 19	W

1-12-11-O-5: PAYEE/RECOVERY RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
a. Payee Records	7 years		W
b. Third-party recovery records	One year after case closure		W

1-12-11-O-6: ADULT AND AGING ADDITIONAL RECORDS

All financial and programmatic records, supporting documents, statistical records, and other records which are required to be maintained by the terms of the grant/contract or otherwise reasonably considered as pertinent to the grant/contract are governed by federal DHHS Regulations Title 45, part 74 subpart D.

RECORD	RETENTION	AUTHORITY	W-N-N/A
a. Records as defined above	3 years from date the Office on Aging submits to HHS the last federal expenditure report for each grant award		W
b. Litigation, claims, audit or other action involving records	Completion of action and resolution of all issues or the normal 3 year period, whichever is later		W
c. Equipment records	3 years from date of disposition, replacement or transfer. (Director of awarding agency)		W
d. Indirect cost rate proposals and cost allocation plans	3 years from the end of the contract covered by the plan or proposal		W
e. Non-expendable property acquired with Title III or other federal or state funds	At least 3 years after final sale or disposition		W
f. In case of litigation, claim, audit or other action involving records concerning non-expendable property, such records may not be disposed until authorization has been obtained by the awarding agency to dispose of records.			

1-12-11-P: LANDFILL

RECORD	RETENTION	AUTHORITY	W-N-N/A
1. Waste Management Plan	Until Superseded		W

2. Leachate Records	Permanent	WI DNR	N/A
3. Ground Water Well Monitoring Records	Permanent	WI DNR	N/A
4. Asbestos Disposal Records	Permanent	WI DNR	N/A
5. Contaminated Soil Disposal Records	Permanent	WI DNR	N/A
6. Licensure Records	Permanent	WI DNR	N/A
7. Equipment and Machine Maintenance Records	Life of Equipment		W
8. Landfill Construction	Life of Structure		N/A
9. User agreements/contracts	7 years after last effective date	§59.52(4)(a)10	W
10. Civil Lawsuits	3 years after completion or resolution	SCR 72	W
11. General Ledger	7 years		W
12. Hauler licenses/applications	2 years after renewal		W
13. Load Inspection Reports	Permanent	40 CFR Part 190-259	N/A
14. Property, Equipment and Furnishings Inventory	Until Superseded		W

(Ord. 95-0610, 6-13-95)

1-12-11-Q: LAND AND WATER CONSERVATION

RECORD	RETENTION	AUTHORITY	W-N-N/A
1. Soil erosion control program, Soil and Water Resource Management Program, Fiscal Records of Grant Programs	5 years after project	§92.14	W
2. Landowner/Operator Conservation Plans	Useful Life	USDA/FSA	W
3. Conservation Practice Designs	10 years	USDA	W
4. Records of Request or Reimbursement	7 years	§92.14	W
5. Lower East Branch Priority Watershed: Non-Point source/water pollution	10 years after completion	§281.65 and NR 120	W

RECORD	RETENTION	AUTHORITY	W-N-N/A
abatement program, payment schedules, application and certification for payment, requests for grants, program cost share agreements and amendments, reimbursements, local assistance			
6. Wildlife Abatement Damage Program	7 years	§29.889 and NR 19	W

(Ord. 95-0610, 6-13-95)

1-12-11-R: MAINTENANCE

RECORD	RETENTION	AUTHORITY	W-N-N/A
1. Blueprints	Permanent or until building disposed of		N/A
2. Inventory	Until Superseded		W
3. Receipts from County Treasurer	4 years or until audited, whichever is sooner		W
4. Material Data Sheets	7 years after product used up		W
5. Inspection Reports	7 years		W
6. Annual Work Plans	Creation plus 3 years		W

(Ord. 95-0610, 6-13-95)

1-12-11-S: NURSING HOME

RECORD	RETENTION	AUTHORITY	W-N-N/A
1. Resident's Medical Record	5 years after discharge or death	HFS 132.45(4)(f)2	W
2. Master Resident Index	Permanent	HFS 132.45(4)(d)1	N/A
3. Disease Index	Permanent	HFS 132.45(4)(d)2	N/A
4. Patient Incident Reports	2 years	HFS 132.45(5)(c)4 and (4)(f)2	W
5. Census Reports	2 years	HFS 132.45(6)(d) and (4)(f)2	W
6. Documents authorizing another person to speak or	5 years	HFS 132.45(4)(f)2	W

RECORD	RETENTION	AUTHORITY	W-N-N/A
act on behalf of the resident			
7. Personnel/Employee Records		See Personnel Subsection 1-12-11-H-1	W
8. Professional Consultation Records if not routinely maintained as part of medical chart	5 years after discharge or death	HFS 132.45(6)(e) and 132.45(4)(f)2	W
9. Dietary Records (all menus and therapeutic diets)	2 years	HFS 132.45(6)(a) and 132.45(4)(f)2	W
10. Staff work and time schedules	2 years	HFS 132.45(6)(b) and 132.45(4)(f)2	W
11. Safety tests-records of fire detection, alarm and extinguishment tests	2 years	HFS 132.45(6)(c) and 132.45(4)(f)2	W
12. Inservice and Orientation Programs (Including subject matter, instructors and attendance records)	2 years	HFS 132.45(6)(f) and 132.45(4)(f)2	W
13. Transfer Agreements	2 years	HFS 132.45(6)(g) and 132.45(4)(f)2	W
14. Funds and Property Statements of Residents	2 years from date of resident's discharge, transfer from facility or death	HFS 132.45(6)(h) and 132.45(4)(f)2	W
15. All other records required by HFS 132.45	2 years	HFS 132.45(4)(f)	W
16. Drug Control Sheets	5 years	PHAR 7.05(1)	W
17. Utilization Review and other Committee Meeting Minutes	6 years		W
18. Receipts/Patient Cash/Bank Statements/ Documents & Income Records maintained by facility for Residents	5 years following disposition of funds		W
19. Purchase Orders (copy)	3 years		W
20. Blueprints	Life of Structure		N/A
21. Shop Drawings	Permanent		N/A
22. Property, Equipment and Furnishings Inventory	Until Superseded		W

(Ord. 95-0610, 6-13-95)

1-12-11-T: REGISTER OF DEEDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
1. Annexation of territory by a city or village: related records	Permanent	§66.0217(9) §66.0307	N/A
2. Annulment, divorce or legal separation judgment which affects title to real estate or liability for payment of support or maintenance	Permanent	§767.255	N/A
3. Appointment of any guardian or conservator appointed in any other state, district, territory or County together with a duly authenticated copy of the appointment of the special guardian of such minor or incompetent person	Permanent	§786.25(3)	N/A
4. Armed Forces; Registration of all County persons who died in the services of the U.S. Armed Forces	Permanent	§45.35(a)	N/A
5. Articles of Incorporation and Amendments for mutual associations	Permanent	§215.71(3)	N/A
6. Articles of Incorporation for Capital Stock Associations and Amendments	Permanent	§215.61(3)	N/A
7. Articles of Incorporation for Banking Corporation and Amendments	Permanent	§221.0302	N/A
8. Articles of Incorporation; Charter or Patent of Incorporation; Certificate of Organization or Association of any Corporation or Joint Stock Company; Articles of Association or Organization of any Corporation; Certificate or Resolution for the purpose of Amendment; every Amendment in any form of the Charter, Patent, Certificate of Articles of Association or Organization or of the name, corporate	Permanent	§891.20	N/A

RECORD	RETENTION	AUTHORITY	W-N-N/A
powers or purposes of any corporation			
9. Assessor's Plats and Amendments	Permanent	§70.27	N/A
10. Authorization to execute conveyances on behalf of a private corporation	Permanent	§706.03(3)	N/A
11. Bulkhead line, establish of or reestablishment of an existing bulkhead line along shore of navigable waters: map, description and ordinance	Permanent	§30.11(3)	N/A
12. Business Partnership Agreements, Amendments, Articles of Dissolution	Permanent	§178.39	N/A
13. Cemetery Association (Non-profit) certification resolutions and copy of proceedings	Permanent	§157.062(9)	N/A
14. Cemetery plat or map, records: order authorizing the vacating or replatting of the lands, record of a cataloged burial site	Permanent	§157.07(1) and §157.07(5) and §157.70(2)(l)	N/A
15. Census Schedules	Permanent		N/A
16. Certificate of authorization to exercise fiduciary powers	Permanent	§214.65	N/A
17. Certificate of conversion from a mutual association to a stock association or from a mutual savings and loan holding company to a stock savings and loan holding company	Permanent	§215.58(3)	N/A
18. Certificate reorganizing a mutual association as a mutual savings and loan holding company	Permanent	§215.59(1)(g)	N/A
19. Certificates of conversion from a mutual savings bank to a stock savings bank	Permanent	§214.685(5)	N/A
20. Certified survey map and	Permanent	§236.34(1) and	N/A

RECORD	RETENTION	AUTHORITY	W-N-N/A
corrections of		§236.295(1)	
21. Chattel Mortgages	Permanent		N/A
22. City condemnation and acquisition of property by cities, including report and plan of improvement common council resolutions related to property	Permanent	§32.44(3) §32.56(2) §32.57(7)(b)	N/A
23. City: Certificate showing that a city has established an official map	Permanent	§62.23(6)(b)	N/A
24. Condominium instruments: declaration, plats, and plans of a condominium and attached exhibits or schedules	Permanent	§703.07(1)	N/A
25. Contracts: Credit sale of alcoholic dispensing equipment, share croppers	Permanent	§125.33(2)(e) §241.03(1)	N/A
26. Conveyance and instrument affecting title to land in this state and index	Permanent	§706.05(1) §706.05(7)	N/A
27. Cooperatives: Incorporation articles; contract between cooperative association and members terminations; weekly listing of all documents concerning cooperatives filed and recorded by Secretary of State	Permanent	§185.05(3) §185.42(1) §185.42(2) and (5) §185.82(3)	N/A
28. Corporate name: Record of those using name, amendments, discontinuance	Permanent	§134.17(1)	N/A
29. Corporations (Misc. Non-profit): fraternal societies, VFW posts and affiliates	Permanent	§188.06 §188.11(1)	N/A
30. Corporations (Non-stock): Articles of Incorporation; Articles of Merger or Consolidation; Weekly listing of all non-stock corporation documents filed and recorded by the	Permanent	§181.1106 §181.0122 §181.1161	N/A

RECORD	RETENTION	AUTHORITY	W-N-N/A
Secretary of State			
31. Corporations (religious): Certificate of Establishment; Certificate of Consolidation; Incorporation Articles and Amendments; Dissolution of Corporation	Permanent	§187.01(2) §187.14(4)(c) §187.16(1) §187.19(10)	N/A
32. Corporations: Resolution Dissolving Domestic Corporation	Permanent	§182.025(1)	N/A
33. Credit Unions: Incorporation Articles and Amendments; Certificate to Credit Union Commissioner stating Incorporation Articles have been filed; Commissioner of Credit Union's Order or Certificate canceling a Credit Union's Charter	Permanent	§186.35(1) §186.02(3)(a) §186.315	N/A
34. Daily report regarding System of Tract Indexes or System of Chain of Title Indexes as required by County Board of Supervisors Resolution	Permanent	§59.43(12m)	N/A
35. Declaration of trust for domestic and alien corporations and amendments	Permanent	§811.11 §811.17 §811.22	N/A
36. Deed: Certificate of Canceled Deed	Permanent	§75.23	N/A
37. Descent of Property, Judgment to Determine	Permanent	§86705(4)	N/A
38. Discharge Certificate from U.S. Armed Forces	Permanent	§45.21	N/A
39. Drainage District, Orders of Organization, Assessment for costs on drainage lands, order laying out drain	Permanent	§88.34(9) §88.40 §88.94(5)	N/A
40. Estate Transfer by Will, Intestacy, or appointment, disclaimer of	Permanent	§853.40	N/A
41. Estates: Order settling small estates including those	Permanent	§867.01(3)(h) §867.02(2)(h)	N/A

RECORD	RETENTION	AUTHORITY	W-N-N/A
subject to claims of creditors			
42. Estates: Statement terminating joint tenancy of life estate	Permanent	§867.04 §865.20(2)	N/A
43. Execution and sale of real estate, certificate of	Permanent	§815.38(1) §59.43(11)	N/A
44. Exploration mining lease; and cancellation of	Permanent	§107.20(1) §107.25(2)	N/A
45. Farmland Preservation Agreement and Relinquishment	Permanent	§91.13(9) §91.19(5)	N/A
46. Farms or Country Estates, Registration of Names	Permanent	§59.76(1)	N/A
47. Federal Tax Liens and Certificates and Notices affecting the Liens and Indexes	Permanent	§779.97(2)(b)	N/A
48. Forest croplands, order of entry, transfer, withdrawal	Permanent	§77.02(3) §77.10(2)(a)2	N/A
49. Forest land (managed): Orders regarding	Permanent	§77.82(8) §77.91(5)	N/A
50. Forest land (country): Order of entry, withdrawals	Permanent	§28.11(4)(d) and (11)(a)	N/A
51. Grantor/Grantee Index-- Index to real property records	Permanent	§59.43(9)	N/A
52. Highway (controlled access): finding, determination and declaration designating a highway or controlled access highway, notice of any vacation of a controlled access highway	Permanent	§83.027(1) §84.25 §83.027(13) §84.25(13)	N/A
53. Highway assessments and apportionments on lands for County parks and parkways	Permanent	§27.065(13)(c)	N/A
54. Highway or street maps: Map of proposed street or highway for purpose of widening, notice and map	Permanent	§80.64 §84.295(10)(a)	N/A

RECORD	RETENTION	AUTHORITY	W-N-N/A
for right-of-way, alterations, etc.			
55. Highway Register: County	Permanent	§83.01(7)(g)	N/A
56. Ice age trail areas: articles of dedication, amendments, revisions, withdrawal of articles	Permanent	§23.293(15)(f) and (17)(e)	N/A
57. Index for ancillary documents of a County with a population of 500,000 or more who has copied a document by microphotography, microfilm, or optical imaging	Permanent	§228.05	N/A
58. Index of records or files kept in the Register's Office	Permanent	§59.43(9)(a)	N/A
59. Industrial Development Agencies: Articles of Incorporation	Permanent	§59.52(3)	N/A
60. Inland lake protection and rehabilitation district document authorizing creation of	Permanent	§33.265	N/A
61. Interest in property, statement or certificate confirming	Permanent	§865.201(2) §867.046(1m)	N/A
62. Judgment declaration of interests in real property	Permanent	§841.10(1)	N/A
63. Land patents, U.S.	Permanent		N/A
64. Levy or writ of execution on real property	Permanent	§815.195	N/A
65. Lien for threshing, husking, baling	Permanent	§779.50(3)	N/A
66. Lien Judgment	Permanent	§75.521(14)	N/A
67. Lien or Mortgage, Discharge Order	Permanent	§847.09	N/A
68. Lien: Certificate of Redemption of Judgment Lien on Loan	Permanent	§815.64	N/A
69. Liquidated insurer, documents relating to	Permanent	§645.46(17)	N/A

RECORD	RETENTION	AUTHORITY	W-N-N/A
property of			
70. Lis Pendens	Permanent	§840.10(1) §59.43(11)	N/A
71. Marital Property Agreements and Related Statements	Permanent	§766	N/A
72. Metro Sewage District Boundary: Resolution to Define	Permanent	§200.29	N/A
73. Mineral Interests: Statement of Claim	Permanent	§706.057(4)	N/A
74. Mineral Rights Register Consisting of Conveyance of Mineral Interests	Permanent	§706.055	N/A
75. Monuments: Survey Conducted to Erect Monuments	Permanent	§60.84(4)	N/A
76. Mortgage Liens upon Public Utilities and Satisfaction of Mortgage Lien	Permanent	§60.0621	N/A
77. Mortgage: Certificate of Discharge after Foreclosure	Permanent	§846.13	N/A
78. Mortgage Title: Evidence of Right of Creditor to Acquire	Permanent	§815.53(4)	N/A
79. Name Change: Certified Copy of Order and Indexes	Permanent	§786.26	N/A
80. Natural Areas Heritage Program: Articles of Dedication, Amendments, Withdrawals	Permanent	§23.29(16)and (18)f and (20)(e)	N/A
81. Oaths of Office	Permanent	§19.01(4)(d)	N/A
82. Plat Maps and Corrections of	Permanent	§236.25 §236.295(1)	N/A
83. Plat Maps: Notification to Authorities to approve or permitted to object to the final plat that has been recorded	Permanent	§236.26	N/A
84. Plat Maps: Resolution of Municipality to Waive its right to approve plats and	Permanent	§236.10(5)	N/A

RECORD	RETENTION	AUTHORITY	W-N-N/A
resolution to rescind waiver			
85. Power of Attorney	Permanent	§813.23(1)(b)	N/A
86. Probate Judgment assigning and Interest in Real Property upon Closure of Estate	Permanent	§863.29(1)	N/A
87. Proof of Age (Duplicate or Certified Copy)	Permanent	§889.28	N/A
88. Public Land: Notice of Pending Application to Lay out, Widen, or Vacate a Public Place	Permanent	§840.11(1)	N/A
89. Public Lands: Abstract and Records of all proceedings relating to the laying out, widening, extending or vacating any street, alley, water channel, park, highway or other public place by any court, County Board, common council, village Board or town Board	Permanent	§59.71	N/A
90. Public Lands: Annulment of Certificates and Patents	Permanent	§24.35	N/A
91. Rail Property: Release of First Right to Acquire by DOT	Permanent	§85.09(5)(b)	N/A
92. Railroads: Map Showing proposed Route	Permanent	§190.10	N/A
93. Railroads: Surveyed Map and Certificate of the alteration or change of routes	Permanent	§191.20	N/A
94. Real Estate Liens: Payment Affidavit for Prior Liens	Permanent	§779.98(3)	N/A
95. Real Estate Owners subject to Building Codes	Permanent	§62.17(1)	N/A
96. Real Estate Transfers	Permanent	§77.29	N/A
97. Real Estate: Order confirming the sale of real estate of wards or incompetents	Permanent	§786.07	N/A

RECORD	RETENTION	AUTHORITY	W-N-N/A
98. Real Property: Affidavit of Publication of Sale	Permanent	§985.12(3)	N/A
99. Release of Power of appointment over legal or equitable interest in real or personal property	Permanent	§702.09(3)(d)	N/A
100. Rental Units: Certificates, waivers, stipulations relating to retrocession of jurisdiction, documents concerning	Permanent	§101.122(6)	N/A
101. Retrocession of jurisdiction, documents concerning	Permanent	§1.031	N/A
102. Savings Bank: Articles of Incorporation of a savings bank and amendments	Permanent	§214.25(5)	N/A
103. School District: Resolution by two or more school districts to establish an alternative method of governing assets and liabilities	Permanent	§66.0235(2c)	N/A
104. Security Interest in Personal Property or goods or in crops growing or to be grown: financing statement or other document evidencing the creation of the security interest	Permanent	§409.401(1)(a) §409.402(1)(b) §409.402(9) §59.43(1)(n)	N/A
105. Security Interest upon certificate of title of motor vehicles and boats, memoranda regarding	Permanent	§30.572(4)(5)	N/A
106. Security Interest: Financing statements, amendments, termination statements, continuation statements, statements of assignment and statements of release	Permanent	§409.404(1)(a) §409.405(2) §409.410(1)	N/A
107. Sewer and transportation facilities, record of damage awards by condemnor	Permanent	§32.05(7)(c)	N/A
108. Share Croppers' Contracts	Permanent	§241.03(1)	N/A

RECORD	RETENTION	AUTHORITY	W-N-N/A
109. Solar Access Rights: Notice granting permit, notice terminating rights, waiver of rights by permit holder	Permanent	§66.0403	N/A
110. Solid Waste Disposal Facility or a hazardous waste facility notation of the existence of	Permanent	§289.31(13) §59.43(1)(q)	N/A
111. Surety Company Bond	Permanent	§344.36(2)	N/A
112. Surplus State-owned real property, agreement of transfer	Permanent	§16.375(4)	N/A
113. Surveyor's Records, Field Notes	Permanent	§59.45	N/A
114. Time-share instrument and amendments; termination agreement	Permanent	§707.21(3) §707.24(2)(b)	N/A
115. Town boundary or name change: order or ordinance	Permanent	§60.065	N/A
116. Town Mutual Corporate Documents	Permanent	§612.81 §59.43(12)(b)	N/A
117. Town sanitary districts: order of establishment referendum and resolutions to consolidate districts	Permanent	§60.71(7) §60.785(2)(a)	N/A
118. Towns: Record of non- compliance with zoning ordinance	Permanent	§60.61(5)b	N/A
119. Tract Index	Permanent	§59.43(12m)(a)	N/A
120. Trademarks, labels, badges, statement or description of	Permanent	§132.04	N/A
121. Trusts: Disclaimer of Real Property or an interest in real property	Permanent	§854.13	N/A
122. Trusts: letters of trust for a foreign trustee (named in a will)	Permanent	§701.16(1)(d)	N/A
123. UCC Filings (Fixture)	Permanent	§409.409	N/A

RECORD	RETENTION	AUTHORITY	W-N-N/A
124. Village: petition for dissolution of a village and election results on question of	Permanent	§61.187(2)	N/A
125. Village records: papers, documents and order relating to the organization and incorporation or the alteration of the boundaries of any village	Permanent	§891.10	N/A
126. Vital records: certificate of birth, death, divorce or annulment, marriage documents and related data plus indexes	Permanent	§69.01(15)(a) §59.43(1)	N/A
127. Woodland tax lands: entry, declassification of; tax law classification	Permanent	§77.16(3)(7)(9)	N/A
128. Writ of attachment and related records; discharge or attached real estate; certificate of judgment or satisfaction on money or property held by writ of attachment	Permanent	§59.43(11) §811.11 §811.17 §811.22	N/A
129. Accounts Payable	CR + 7 years		W
130. Accounts Receivable	CR + 7 years		W
131. Accounts Receivable, Paid	CR + 2 years		W
132. Airport protection plans, specifications and amendments	CR + 7 years	§114.135	W
133. Any records subject to litigation, claim, audit or other action	Until permission to destroy obtained by Corporation Counsel		W
134. Applications for Certified Copies	CR + 2 years		W
135. As-built Tracings	Life of Project		W
136. Bills of sale	CR + 6 years		W
137. Blueprints, by as-built tracings	Until Superseded		N
138. Breeding services: claims and payment for	CR + 7 years	§779.49(1)	W

RECORD	RETENTION	AUTHORITY	W-N-N/A
139. Canceled Checks	CR + 7 years	§59.52(4)(a)16	W
140. Cash Register Tapes	CR + 2 years		W
141. Certificates of old age assistance and indexes	CR + 7 years		N
142. City record of officers and employees' surety bonds	CR + 7 years	§62.55	W
143. City/Village: reorganization of City as Village election returns on question of	CR + 7 years	§66.0213(6)	W
144. City/Village: lease of space by	CR + 7 years	§66.0915(3)	W
145. Correspondence	CR + 3 years		W
146. Equipment and Furnishings Inventory	Until Superseded		W
147. General Information	CR + 7 years		N
148. Guardian, Petition for appointment of	CR + 7 years	§880.215	W
149. Indigent Defendants: Certificate of legal fees paid by County or Estate	CR + 7 years	§757.66	W
150. Insurance policies, claims made	7 years after expiration	§59.52(4)(a)10	W
151. Insurance policies, occupancy	CR + 7 years	§59.61(3)	W
152. Liquidated Insurers' Records	7 years after close of liquidation proceedings	§645	W
153. Municipal Redevelopment plan and revisions	CR + 7 years	§66.1333(6) §66.1333(11)	N
154. Notice of removal of human corpse	2 months from date of death; Dept. H&SS Directive		W
155. Notification of failure to pay taxes and notification of balances due (veterans)	CR + 7 years	§45.53	W
156. Order to suspend proceedings for collection of property taxes of property owned by veterans	CR + 7 years	§45.53(6)	W

RECORD	RETENTION	AUTHORITY	W-N-N/A
157. Purchase Orders	CR + 7 years		W
158. Raze Order	CR + 7 years	§66.0413(1)(e)	W
159. Receipt Journals	CR + 7 years		W
160. Receipts	CR + 7 years		W
161. Report for final disposition of corpse	2 years from date of death; Dept. H&SS Directive		W
162. Treasurers Receipts	CR + 2 years		W
163. UCC Filings (non-fixture)	CR + 5 years	§409.403(3)	W
164. UCC -11, Search Copies	CR + 2 years		W
165. Vital Record, Request for Copy of	FIS + 1 year		W
166. Vouchers Order/Register	CR + 7 years		W
167. Wills, Foreign: Certificate of Assignment	CR + 7 years	§868.05(2)	W
168. Wills, notice that proceedings have been taken to contest the will	CR + 7 years	§868.01(3)	W

(Ord. 95-0610, 6-13-95)

1-12-11-U: SHERIFF

1-12-11-U-1: JAIL

RECORD	RETENTION	AUTHORITY	W-N-N/A
a. Dockets, daily jail records and cash books	8 years	§59.27(8)	N
b. Check book, commissary records	7 years		W
c. Outgoing telephone logs for arrestee	7 years		W
d. Inmate meal records	7 years		W
e. Inmate request forms	7 years		W
f. Bond receipts	8 years	§59.27(8)	W
g. Inmate files: Disciplinary forms, huber revocation forms, work records, info-	8 years after release of inmate	§59.27(8) DOC 348.09(1) DOC 348.09(3)	W

RECORD	RETENTION	AUTHORITY	W-N-N/A
sheet, visitation card, mail card, court orders, jail and huber rules, correspondence papers			
h. Medical Records	8 years	§59.27(8) DOC 348.09(2)	W
i. Daily Jailer Log	8 years	§59.27(8)	W
j. Sign in/Out Sheets	8 years	§59.27(8)	W
k. Daily Inmate Roster	8 years	§59.27	W
l. Maintenance Logs	8 years	§59.27(8)	W
m. Daily Jail Log	8 years	§59.27(8)	W
n. Inmate photo's and photo record	8 years	§59.27(8)	W
o. Booking Sheet	Permanent		N/A

1-12-11-U-2: DISPATCH

RECORD	RETENTION	AUTHORITY	W-N-N/A
a. Radio Logs	7 years		W
b. Shift Logs	7 years		W
c. Telephone Logs	7 years		W
d. Audio Tapes	120 days		W

1-12-11-U-3: PATROL

RECORD	RETENTION	AUTHORITY	W-N-N/A
a. Incident Reports	10 years	§59.27(8)	W
b. Evidence Records	10 years	§59.27(8)	W
c. WI Accident Report	8 years	§59.27(8)	W
d. Work Schedules	7 years		W
e. Uniform Traffic Citations	1 year after closed, disposed or voided		W
f. Vehicle Maintenance Records	Life of Equipment		W

g. Civil Process Papers	7 years		W
h. Incident Photographs negatives	10 years	§59.27(8)	W

(Ord. 95-0610, 6-13-95)

1-12-11-V: TREASURER

RECORD	RETENTION	AUTHORITY	W-N-N/A
1. General Receipts and Settlement Receipts	7 years	§59.52(4)(a)15	W
2. Municipal Tax Rolls	15 years	§59.52(4)(a)2	N
3. Balancing Reports	3 years		W
4. Audit Letters	3 years		W
5. Accounts Payable/Detail Listing/Check Register (Copies)	3 years		W
6. Journal entries, resolutions, general receipts, treasurer's cash	3 years		W
7. Bank Reconciliations	3 years after audit		W
8. Canceled Checks, Outstanding	7 years	§59.52(4)(a)16	W
9. Bank Statements	7 years		W
10. Check Register	7 years		W
11. Deposit Tickets/Books	1 year after audit		W
12. Bank Credit/Debit Notices	1 year after audit		W
13. Cash drawer reconciliations	1 year after audit		W
14. Tax Receipts	15 years	§59.52(4)(a)14	W
15. All other receipts of County treasurer	7 years	§59.52(4)(a)15	W
16. Special Assessment Roll, Payments	After assessment collected or 7 years whichever is longer		W
17. Statement of new special assessments	5 years		W
18. Investment Records	6 years		W
19. Notices of Tax Apportionment from	3 years	§59.52(4)(a)1	W

RECORD	RETENTION	AUTHORITY	W-N-N/A
Secretary of State			
20. Illegal tax certificates charges back to local tax districts	3 years after charging back, whichever is longer	§59.52(4)(a)6	W
21. Bankruptcies	7 years		W
22. Wire Transfers, Bank	7 years		W
23. Probate Fees Report	7 years		W
24. Suit Tax, Monthly	7 years		W
25. Cash Books, Daily	Current Fiscal year plus 3 years		W
26. Discontinued Tax Key Numbers	Permanent		N/A
27. Lottery Cards, Signed	4 years including credit year	TAX 20.15(5)	W
28. Final Real Property	15 years except that no assessment roll containing forest crop acreage may be destroyed without prior approval of the secretary of revenue	§59.52(4)(c)3	N

(Ord. 95-0610, 6-13-95)

1-12-11-W: UNIVERSITY EXTENSION

See General, Subsection 1-12-11 A.
(Ord. 95-0610, 6-13-95)

1-12-11-X: VETERANS SERVICE OFFICE

RECORD	RETENTION	AUTHORITY	W-N-N/A
1. Federal/State Regulations	Until Superseded		W
2. Military Separation Records	Permanent		N/A
3. Benefits, Claims Records of Veterans	2 years after completion		W
4. Grave Registration Files Cemetery Information	Permanent		N/A
5. Wisconsin Department of Veterans' Affairs Bulletins	Until Superseded		W

6. Annual Reports	7 years		W
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(Ord. 95-0610, 6-13-95)

1-12-11-Y: ZONING OFFICE

RECORD	RETENTION	AUTHORITY	W-N-N/A
1. Aerial Photographs	Until Superseded		N
2. Permit Applications	Permanent		N/A
3. Code compliance and inspection reports	Permanent		N/A
4. Permit Ledger	3 years		W
5. Board of Adjustment Decisions and supporting documentation	Permanent		N/A
6. Rural Building Number	7 years	§59.52(4)(a)	W
7. Maps			
a. Zoning	Permanent (as amended)	GCC 4-3-1	N/A
b. FEMA (Floods)	Permanent (as amended)	GCC 4-8-2	N/A
c. Wetlands	Permanent (as amended)	GCC 4-7-4 C	N/A

(Ord. 95-0610, 6-13-95)

1-12-12: REVIEW AND APPROVAL BY PUBLIC RECORDS AND FORMS BOARD

This Chapter has been reviewed and approved by the Public Records and Forms Board.
(Ord. 95-0610, 6-13-95)

1-12-13: OFFICERS TO DEPOSIT RECORDS WITH COUNTY

Any employee of Green County, upon termination of said employment, shall deposit with his/her department head, or the County Clerk, all County records in his/her possession, which he/she may have created, worked upon or otherwise come in contact with during the term of his/her employment. (R5-9-61) (Ord. 95-0610, 6-13-95)